

SOG# 507-4	Standard Operating Guideline		
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Logistics Officer Lieutenant</p>	Approved By	
		Steven Parrish, Fire Chief	
		Effective Date	Revised Date
		8-17-2023	

General Duties:

Under the direction of the Fire Chief, the Logistics Officer performs technical and physical duties involved with the procurement, distribution, and upkeep of materials, supplies, services, facilities, apparatus, and equipment for the department.

The Logistics Officer shall respond to alarms from the station, and commands fire operation and rescue related activities.

Assist in planning, organizing, directing the overall operational activities of fire department.

Assist in the development and enforcement of department policies and standard operating procedures; handles matter of discipline within scope of their authority.

Shall attend weekly meetings and training sessions.

Shall attend scheduled Officers meetings.

Essential Duties:

Coordinates apparatus maintenances and repairs, to include but not limited to annual service and annual pump service testing.

Coordinates equipment maintenance and repairs, to include but not limited to annual service of; Extinguishers, SCBA, SCBA cylinders (every five (5) years), Ground ladders, and Fire Hose, to include documentation and cost tracking.

Coordinates building and grounds maintenance and repairs, documentation, and cost tracking.

Maintains accountability and inventory control of all Cumberland Road Fire Department owned equipment.

Maintains accountability and issuance of Personal Protective Clothing.

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Responsible for maintaining sufficient station supplies.

Responsible for maintaining uniforms and other attire for volunteer staff.

Thorough knowledge of the department's purchasing policy and procedures.

Other duties as assigned or required.